

MAS Add SIN Modification Procedures

April 2020

This document outlines procedures for contractors to add SINs to their Schedule contract under the new MAS structure. As we move toward Phase 3 we want you to keep a few things in mind.

1. Phase 3 is where we provide contractors the opportunity to consolidate to one contract per unique entity identifier (UEI), e.g. Data Universal Numbers System (DUNS) number. With limited exceptions, we are asking contractors to wait until **August 2020**, when Phase 3 of MAS Consolidation starts, to begin this consolidation process.

There are various possible exceptions, including but not limited to the below scenarios, where contractors may be able to begin Phase 3 prior to August 2020 or hold the same SIN on multiple Schedule contracts. The CO may request documentation to support these exceptions. The exceptions are as follows:

- Contractors may need a SIN added to a contract in order to respond to a Request for Quotes (RFQ) using a single Schedule contract solution, rather than having to respond to the opportunity with a “teaming” solution using their existing contracts. If products and services added in conjunction with this SIN do not have the same pricing and terms on both contracts, justification must be provided.
 - A contractor has a Schedule contract that is nearing the period of performance end date and needs to begin migrating SINs to another existing contract with a longer period of performance. This would eliminate the need to submit an offer for a duplicate contract, so they can continue to respond to upcoming opportunities.
2. As a general rule, contractors should not duplicate SINs under multiple MAS contracts, unless one of the above noted exceptions or a CO approved exception applies. A contractor with multiple schedule contracts should not submit an Add SIN modification to a contract they intend on cancelling during Phase 3.
 3. GSA reserves the right to reject or ask the company to withdraw an Add SIN modification, if we find the SIN is already under another MAS contract owned by the company.
 4. If a contractor has multiple UEIs and they intend to maintain separate contracts for each UEI, they may begin adding the same SIN/s to multiple contracts at this time. Please verify that the UEI is different for each of their existing contracts prior to awarding new SINs. Those contracts may be used as a resource for market research when establishing negotiation factors for an add SIN modification.

Reviewing Add SIN Modifications:

Contracting Officers/Contracting Specialists (COs/CSs) should complete the steps below when you receive an Add SIN modification.

1. Search [eLibrary](#) by the contract number.

Search Results Summary
Search Criteria: **gs10f0320r**

Contractor/Manufacturer matches

Source	Description
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award Schedule that provides federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility. Contractors BOOZ ALLEN HAMILTON INC. [GS-10F-0320R]

2. Click on the contractor's name to review the contractor's eLibrary page to determine if the contractor has multiple MAS contracts and if the requested SIN for the Add SIN Mod is already offered as either a legacy SIN or a MAS Consolidated SIN under any existing contract. Use the contract number drop down to see the contact information for the other GSA COs, if needed. Also check to see if the DUN is the same for each contract.

Contractor Information (Vendors) How to change your company information

Contract #: [GS-10F-0320R] (dropdown menu with red arrow pointing to it)

Contractor: BOOZ ALLEN HAMILTON INC.
Address: 8283 GREENSBORO DR
MCLEAN, VA 22102-3830
Phone: 703-902-5000
E-Mail: rfp_services@bah.com
Web Address: http://boozallen.com
DUNS: 006928857
NAICS: 541330

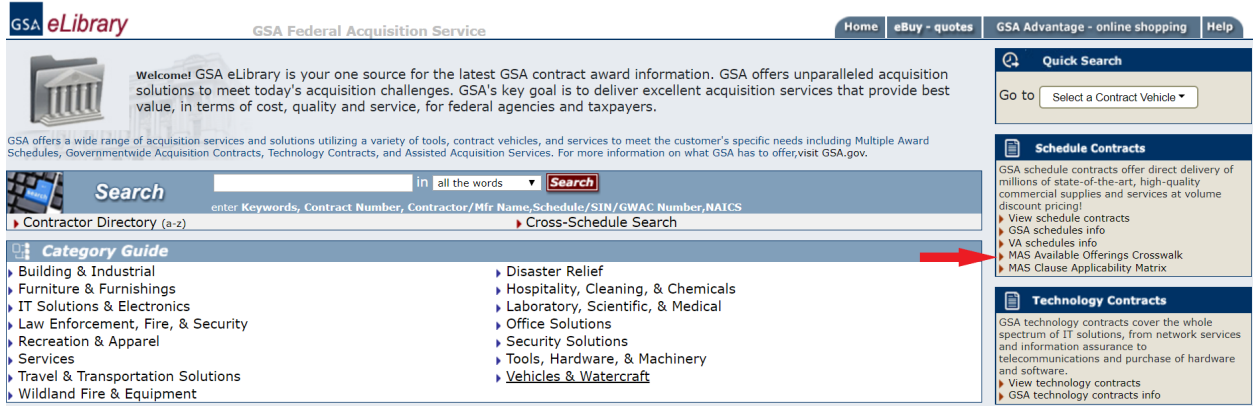
Socio-Economic : Other than small business
EPLS : Contractor not found on the Excluded Parties List System
Govt. Point of Contact: Amy S. Stocker
Phone: 816-926-3797
E-Mail: amy.stocker@gsa.gov
Contract Clauses/Exceptions: View the specifics for this contract (red arrow pointing to it)

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Contract End Date	Category	View Catalog
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT	GS-10F-0320R	[icon]	May 12, 2025	03FAC 500	[icon]
					811 006	[icon] Advantage!
					871 202	[icon] Advantage!
					871 203	[icon] Advantage!
					871 204	[icon] Advantage!
					871 205	[icon] Advantage!
					871 206	[icon] Advantage!
					871 207	[icon] Advantage!
					871 208	[icon] Advantage!
					871 209	[icon] Advantage!
					871 210	[icon] Advantage!
					871 211	[icon] Advantage!

Additional Contracts held by this contractor. To view more details of a contract, click the Contract Number below.

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Contract End Date	Category	View Catalog
00CORP	The Professional Services Schedule (PSS)	GS-00F-0080A	[icon]	Sep 30, 2020	00CORP 500	[icon]
					100 03	[icon] Advantage!
					520 11	[icon] Advantage!
					520 12	[icon] Advantage!
					520 13	[icon] Advantage!
					520 15	[icon] Advantage!
					520 22	[icon] Advantage!

3. If a contractor has signed the MAS mass mod for one of their contracts and not the other you may need to use the Available Offerings Crosswalk to compare legacy SINs to new SINs. The MAS Available Offering Crosswalk link is available on eLibrary.



4. If the requested SIN(s) for the Add SIN Mod **is** already offered as either a legacy SIN or MAS Consolidated SIN under any of the contractor's existing contracts:

- Send an email to the contractor and ALL CO/CS responsible for the contractors other MAS contract(s) using the language below:

The modification request to Add SIN(s) *[list all SINs requested to be added]* has been received. Our market research has found that the same legacy SIN(s) or corresponding MAS Consolidated SIN(s) is/are already offered under existing contract(s) *[list contract number/s]*.

As MAS Consolidation moves into Phase 3 with the goal of providing contractors the opportunity to consolidate to one MAS contract per Unique Entity Identifier (UEI), e.g. DUNS number, we want to understand if you are attempting to consolidate your contracts at this time by adding SINs that are already on another MAS contract. Phase 3 has not started and is targeted to begin in August 2020. Any modifications related to Phase 3 must be coordinated with all MAS Contracting Officers/Contracting Specialists (CO/CS). We are asking contractors to wait for Phase 3 to start, unless they meet one of the following exceptions:

1. One of your contracts is near the end of the 20 year life.
2. You are coming up on an option year modification on a contract that can be cancelled and the option expires in less than a year.
3. You have an upcoming opportunity that will cause you to have to "team" with yourself in order to provide a total solution and the SIN add will allow you to respond to the opportunity from one MAS contract.
4. Special circumstances approved by MAS PMO.

Please respond to all on this email with your explanation of the basis for the Add SIN modification request.

The CO/CS reserves the right to reject the Add SIN modification or request that it be withdrawn.

Note: Contractors should not begin Phase 3 prior to August 2020 without providing written justification for an exception.

If one of the exceptions applies or you as the CO determine that the contractor can add the SIN, please coordinate with all COs/CSs that manage the contractor's other contracts. Please follow the standard [MAS Modification Guide](#) to add the SIN to the MAS contract.

If you need access to view the other contracts for background information or market research, please ask the CO of that contract to coordinate with their [BUC](#) to grant you view access to the file in ECMS.

5. If the requested SIN(s) for the Add SIN Mod request **is not** already offered as either a legacy SIN or MAS Consolidated SIN under any existing contract or the contractor has an approved and documented exception, evaluate and award the modification as appropriate. You can use the following resources all listed on the [MAS HUB](#) for convenience:

- [MAS Modification Guide](#)
- [MAS Consolidated Solicitation and applicable Category Attachment](#)
- [Understanding the SINs on your Offer](#)